



Training Quick Reference Guide


POSTING A BID TO RECEIVE QUOTES FROM VENDORS ON STATEWIDE CONTRACT (Municipalities)

This Reference Guide:

Provides the minimum information required to post a bid on COMMBUYS to receive quotes from vendors on statewide contract (SWC).

Of Special Note:

Posting a bid from an existing SWC requires the Basic Purchaser to start with a release requisition. Once you have selected the appropriate line item against a SWC and have selected the correct vendors, you will submit the release requisition for approval and convert the record into a bid. The created bid will need to be approved and after the Bid Opening Date has passed, users will be able to view the submitted quotes. If you require more detail refer to the job aid [How to Create a Solicitation Enabled Bid Using a Release Requisition](#).

STEP	Action
1	Log In to COMMBUYS. Click on the Add Documents plus sign  icon next to the COMMBUYS logo in the upper left corner.
2	Select Requisition from the dropdown menu, and the screen will refresh bringing you to the General tab of the new Requisition.
3	On the General tab, select Release in the Requisition Type field, check the Solicitation Enabled box (right column), and complete the Short Description field. Lastly, click on the Save and Continue button.
4	Go to the Items tab and click on the Search Items button. On the next screen click on the (+) button on the left side next to Advanced Search .
5	Type the contract number in the Description field and click on the Find It button. Solicitation enabled line items associated with the statewide contract you entered will populate below.
6	Select the appropriate line item by selecting its check box in the Select column, type a number in the Quantity column, then click on the Add to Req & Exit button on the bottom of the screen.
7	To edit the item, click on the Enter Info hyperlink. <i>(Note: release requisitions need a Unit Cost. It is recommended to type 1 in that field).</i> Once the item is edited, click on the Save & Exit button.
8	Go to the Distributors tab to select the checkboxes next to the vendors to whom you want to send the bid (quote request) and click on the Save & Continue button.
9	If attachments are necessary for the situation, attach those documents in the Attachments tab.
10	Go to the Summary tab and click on the Submit for Approval button on the bottom of the screen. You will either follow your organization's approval path or automatically approve the release requisition. Once the Release Requisition is approved, you will need to click on the Convert to Bid button to create the bid record, and click on the blue OK button on the confirming popup message screen.
11	When the screen refreshes, click on the blue hyperlinked Bid Number displayed on the top of the screen. Go to the General tab and enter the Bid Available Date and Bid Opening Date fields. Then click on the Save & Continue button to save the changes.
12	Go to the Summary tab and click on the Submit for Approval button on the bottom of the screen. You will either follow your organization's approval path or automatically approve the bid. Once the Bid is approved, click on the Send Bid button at the bottom of the Summary tab screen. The bid will convert to Sent status. When the screen redisplay with the list of vendors, confirm the email recipients and click on the OK button to send the bid which will be available for viewing by the vendors based on the Available Date you entered.